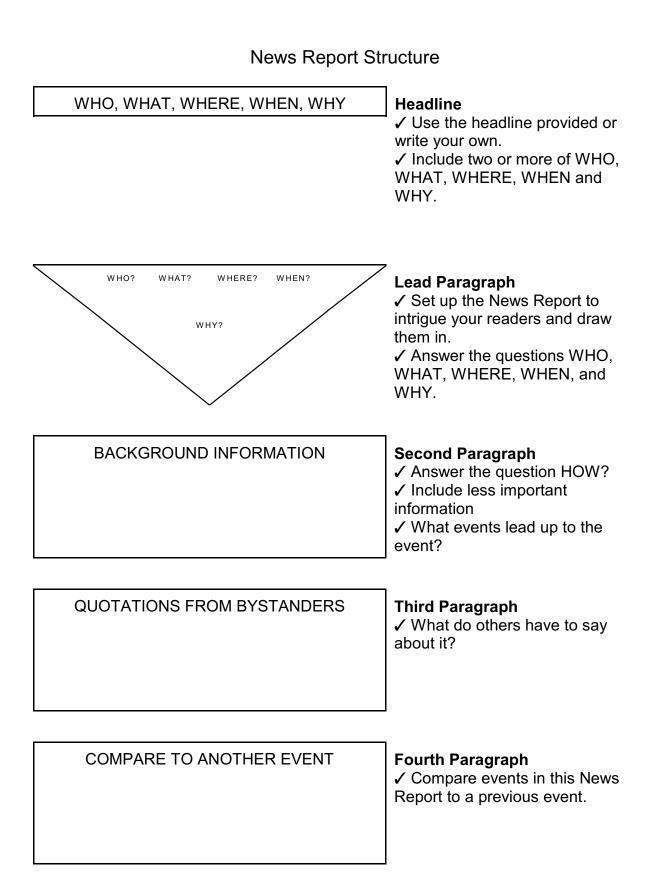
MEDWAY HIGH SCHOOL Literacy Test Preparation: The News Report

Definition and Characteristics

- A news report is an objective and factual report about an event or an issue. It is written in the past tense.
- The normal structure for News Reports is called the Inverted Pyramid. See the other side of this sheet.
- On the Literacy Test, you will be given a picture and a headline. You must make up the facts and information. Be creative.
- News Report paragraphs contain one or two sentences. It is a written in a series of short paragraphs.
- "I" and "me" are not permitted. The News Report presents facts objectively.

Steps

- 1. Plan your News Report.
 - Before you begin to write, think of some facts and information (the 5 W's) to include in your News Report.
 - You will have to make up the facts and information in your report. Be creative.
 - Think of facts to present in your lead paragraph and appropriate background information.
- 2. Write your News Report.
 - Write your lead paragraph (5 W's) and less important details (background information, quotations from bystanders and a comparison to past events)
 - Do not use "I" or "me".
 - Divide your News Report appropriately into short paragraphs.
 - Avoid personal names and places. Make them fictitious.
 - Write in complete sentences in the lined space provided. Use correct spelling, grammar and punctuation so that your ideas are clearly communicated.
- 3. Headline
 - Decide whether you want to create your own headline or use the one provided.
 - If you are writing your own headline, include two or more of WHO, WHAT, WHERE, WHEN and WHY.
- 4. Proof-read your News Report
 - Make changes to your writing as neatly and clearly as you can.



News Report Planner

HEADLINE

The headline answers two or more of WHO, WHAT, WHERE, WHEN and WHY.

LEAD PARAGRAPH

The lead paragraph answers WHO, WHAT, WHERE, WHEN, and WHY

WHO	
WHAT	
WHERE	
WHEN	
WHY	

BACKGROUND INFORMATION

What events lead up to the event?

QUOTATIONS FROM BYSTANDERS

What do others have to say about it?

EXTRA INFORMATION

Compare the event to other event(s).